



Meeting Minutes

Indiana Commission on Hispanic/ Latino Affairs

A commission meeting was held at Government Center South Senate Ave. Conference Room #4 on February 21st, 2019 from 1:00 pm- 4:00 pm.

Commissioners physically present: Herb Hernández, Jesusa Rivera, John Ruiz, Beatriz Pacheco, Tina Little, Palermo Galindo, Christian Gallo, Francisco Garcia, Doneisha Posey and Diana Feliciano. Those present by phone call: Rebecca Kubacki and Lillian Casillas. Volunteers present: Dandy García and Roberto Castro.

Commissioners not present: Senator Jean Breaux, Senator Jack Sandlin, Representative Earl J. Harris Jr., Representative Peggy Mayfield, Brenda Graves-Croom, Stephanie Price and Teresa Mora.

Visitors: Gregory Wilson, Executive Director ICRC, Heidi Adair, Staff Attorney of the Indiana Office of Inspector General/ State Ethics Commission, Jennifer Cooper, State Ethics Director, Pamela Cook, Chief Financial Officer of ICRC and Kristin Hoffman, Migrant Farmworker Law Center from the Indiana Legal Services.

Staff Present: Dolly Serrant, Director

Commission Business: We start our meeting at 1:00 pm and the call to order at 2:30 pm.

According to the agenda, from 1:00pm to 2:30 pm Commissioners and volunteers received three different trainings in order to understand the Procurement, Ethics and Statute of ICHLA. In the training, different examples of conflict of interest, political activity and unethical cases were discussed, as well as questions/answers of the Statute and Role of the Indiana Commission on Hispanic and Latino Affairs and Procurement process.

In case of any questions about the code of ethics, conflict of interest, financial state contracts, use of state property, confidential information or any other activity related, including volunteer activities, the contact officer will be the attorney Mike Healy, Ethics Officer of the Indiana Civil Rights Commission. Contact info: mhealy@icrc.in.gov 317-232-263.

The Statute training provided a brief overview of the role and duties of the Indiana Commission on Hispanic and Latino Affairs. This Commission shall identify issues and report them to the legislature and the Governor' office. The duties of the Commission discussed in the Indiana Statute IC 4-23-28-3 include 6 specific areas to report on:

1. Conditions causing exclusion on Hispanic/ Latinos from the larger Indiana community.
2. Measures to stimulate job skill training and related workforce development.
3. Measures to sustain cultural diversity while improving race and ethnic relations.
4. Public awareness of issues affecting the Hispanic/ Latino communities.

5. Measures that could facilitate easier access to state and local government services by Hispanic/ Latinos.
6. Challenges and opportunities arising out of the growth of the Hispanic/ Latino population.

In the "question & answer" we agreed that in order to provide a unified message as a Commission, any statement that ICHLA wants to share as a unit, has to be through the Director of ICHLA and ICRC Communications Manager. Any question related to the statute or the role of the Commission should be directed to Doneisha Posey, Deputy Director and General Counsel of the Indiana Civil Rights Commission (dposey2@icrc.in.gov, 317-233-4812) or the Director of ICHLA. In addition, any special circumstances of an emerging issue that is affecting the Hispanic and Latino people should be notified to Lisa Welch, Deputy Director of External Affairs and Marketing Communications of ICRC.

The last training was Procurement Procedures. Topics related to state vendor files, purchasing authority, procurement method and types and procurement contract steps that are in accordance of the Commission's statute were provided.

The Indiana Department of Administration requires any purchase greater than \$500 to be competitively bid based on the guidelines established (at least three vendors for all of the bids). Procurement must be completed in advance of the service and the funds must be encumbered on a purchase order prior to the date of service or delivery of goods. In case of questions the contact will be Pamella Cool, Chief Financial Officer of Indiana Civil Rights Commission (PaCook@icrc.IN.gov, 317-232-26150).

The Commission called the order at approx. 2:30 pm.

The commission businesses started with a sworn statement held by Caroline A. Stephens Ryker, Judge of the Indiana Civil Rights Commission in which commissioners affirm that they will sell and truly execute the duties of a commissioner of the **Indiana Commission on Hispanic and Latino Affairs**.

Kristin Hoffman, from the Migrant Farmworker Law Center, Indiana Legal Services presented the Proteus grand fund request. Proteus is a non- profit organization that assists the farmworker and immigrant, minority, and low-income populations by helping them overcome language, cultural, and other significant barriers in order to provide for themselves and their families. Proteus program aimed at serving 400 farmworkers in Marshall, St. Joseph, Elkhart, and Porter Counties. The grant funding amount is of \$25,700 for the implementation of their program which involves two components: the delivery of survival bags and delivery of safety trainings for 400 farmworkers. For more information the contact info is: Kristin.hoffman@isi.net (317) 829-3068.

We had a quorum of at least 11 members of the commission. The following were approved:

1. December 6, 2019 minute

2. Election process: Christian Gallo, Chairman; Palermo Galindo, Vice-Chair; Herb Hernandez, Treasurer and Jesusa Rivera, Secretary.
3. Sponsorship Application for funding.

The Director of ICHLA shared the information about the listening sessions planning and coordination. These listening sessions will be between April and September 2019. The listening sessions will investigate five specific topics: Education, Health, Workforce, Public Safety and Civil Rights. The objectives are:

- Develop 3 regional listening sessions (North -Elkhart County, center -Marion County, and south of Indiana -Vanderburgh County. In each area we will develop 1 listening session in English and Spanish.
- Analyzed and deliver a final report synthesizing results.
- Expand our partnerships with organizations, schools and local agencies through the north, center and south of Indiana.

In order to develop this project, the Director asked the Indiana University Public Policy Institute for a draft proposal in order to look for institutions who can develop and address the listening session. However, the Director will work with the Chief Financial Officer of ICRC identifying three bids based on the guidelines established by the Indiana Department of Administration.

Next commission meeting: **April 18, 2019** at the Government Center South (conference room TBD) from 1:00 pm to 3:00pm.